



Residential Occupancy Permit Application

☐ New Permit ☐ Permit Renewal Permit Period: _____ - _____ Expiring License No: _____ - _____

Chapters 110, 119 and 144 of the Code of the City of College Park require the information requested below. Please note the following:

1. Owners and/or designated agents must provide an address in the State of Maryland for service of notices concerning this property. You may designate a tenant or building manager as an agent. Addresses, including email addresses, should be one where the identified owner/agent agrees to receive notices and other official documents.
2. Primary phone numbers provided below will be posted on the City's public website.
3. A valid trash collection contract with the City's Finance Department or proof of contracted service with another provider is required for each Occupancy Permit period.
4. You must provide proof of compliance with State of Maryland Lead Regulations for properties built before 1978.
5. Written notification of any changes must be provided within 10 days of occurrence.
6. Incomplete applications will be returned.

THE PROPERTY: _____, College Park, MD 20740

Primary Contact: _____ Lives at Property? ☐ Y ☐ N
☐ Owner ☐ Agent

Mailing Address: _____

Primary Phone: _____ Alternate Phone: _____

Fax: _____ Email Address: _____

Manager/Agent: _____ Lives at Property? ☐ Y ☐ N
☐ Owner ☐ Agent

Mailing Address: _____

Primary Phone: _____ Alternate Phone: _____

Fax: _____ Email Address: _____

Lead Registry Tracking No: _____ and/or Lead Inspection Certificate No: _____

Date Current Tenant(s) Occupied: _____ Year Structure Built: _____

All amounts are payable to the City of College Park

☐ Single-Family/ Town House X \$244 (# _____ Bedrooms/ _____ Tenants) ☐ Condominium Unit _____ X \$150 per unit = _____

A Prince George's County Use and Occupancy Permit is Required for these Permit Classifications:

	Quantity		Fee Per Unit/Room/Structure	Amount Due
<input type="checkbox"/> Structure - 2 – 5 Units (MI)	_____ (Units)	x	\$207 per unit	= _____ .00
<input type="checkbox"/> Structure - 6 or More Units (MI6)	_____ (Units)	x	\$125 per unit	= _____ .00
<input type="checkbox"/> Hotel/Motel (MOHO)	_____ (Units)	x	\$41 per Guest Room.	= _____ .00
<input type="checkbox"/> Rooming House _____ Rooms/ _____ Occupants Per County U&O		x	\$238 per Structure	= _____ .00
<input type="checkbox"/> Fraternity/Sorority _____ Rooms/ _____ Occupants Per County U&O		x	\$580 per Structure	= _____ .00

Affidavit - I, _____ (Print Name), do solemnly affirm, under penalties of perjury, that I have delivered the most recent version of the "Living in College Park – Your Rights & Responsibilities" available on the City's website to all tenant occupants of this property at the beginning of the occupancy term. I agree to disclose, within twenty-four (24) hours of the City's request for any legal, public purpose, the identity of any occupants of the property known to me.

Signature Required

Date